



## 2022 IDAHO SAFETY & RESILIENCE CONFERENCE EVENT PLANNING CONTRACTOR

**OVERVIEW:** The Idaho Council on Domestic Violence and Victim Assistance (ICDVVA) funds, promotes, and supports quality services to victims of crime throughout Idaho. The annual Safety and Resilience Conference brings together professionals working in the areas of domestic violence, sexual assault, child abuse, offender intervention, law enforcement, and the judicial system to share knowledge, data, and best practices that enhance services for victims of crime. The 2022 conference will take place on June 1 & 2 at the Riverside Hotel in Boise, Idaho as a live event.

**SCOPE OF WORK:** ICDVVA is seeking an experienced event planner to assist Council staff and the conference planning committee in the planning, organization, execution, and post-conference activities for the 2022 conference. Services provided will include:

### Speaker/Presenter Coordination

- Coordinate the receipt of all speaker bios, power-point presentations, supplemental materials
- Coordinate communication with all speakers to confirm conference schedule, presentation time & location, audio-visual needs.

### Coordination of Continuing Education Credits

#### Pre-Conference

- Coordinate application and approval of POST, MCLE and Social Work credits for conference sessions.
- Develop attendee Request for Credit and Certificate of Completion forms.
- Develop necessary sign in forms or other attendance verification methods for the conference

#### Post Conference

- Coordinate the verification of Request for Credit forms
- Prepare Certificate of Completion forms.
- Coordinate the distribution of Certificate of Completion forms to attendees.

### Conference Registration, Venue and App Coordination

- Research conference apps and recommend a platform within budget
- Research registration options/vendors/costs and recommend a vendor
- Coordinate with the registration vendor to set up necessary registration
- Work with selected vendor to develop a conference app vs written materials which shows tracks, selections, allows downloads of materials, etc.
- Coordinate meeting room requirements with The Riverside Hotel including room size/capacity, tables, chairs, podium, pipe and drape, and directional signage.

- Coordinate equipment needs with The Riverside Hotel including IT/AV equipment, high speed internet connection, lighting, TV monitors, screens, projectors, and other equipment as may be necessary.
- Coordinate and obtain name badges
- Work the conference registration table to hand out badges and deal with last minute registration needs
- Coordination with the Riverside on refreshments and conference set up from May 31- June 3
- Development of sign in sheets and/or content questions to monitor attendance

**WORK LOCATIONS:** Pre-conference planning activities may be conducted remotely, with activities/coordination with ICDVVA staff, conference planning committee members, or The Riverside Hotel staff conducted onsite as necessary. The Event Planner must be onsite at The Riverside Hotel for the duration of the Conference on June 1 & 2, 2022.

**COST OF SERVICES:** ICDVVA is open to hourly or flat rate proposals, not to exceed \$9,999.00. Services are to be completed no later than July 15, 2022 and invoiced no later than July 30, 2022.

**Interested candidates must complete and submit a proposal available [here](#).**

**Questions should be submitted via email to [info@icdv.idaho.gov](mailto:info@icdv.idaho.gov).**